

Minutes of the Board of Water Commissioners' Meeting

Monday, January 20, 2014

Present: Commissioners G. Van De Kreeke, R. Haen, M. Heinz, and J. Trueblood, Superintendent.

The meeting was called to order by G. Van De Kreeke, President, at 3:31P.M. All present recited the Pledge of Allegiance.

Minutes of Previous Meeting

Motion by Commissioner Haen, seconded by Commissioner Heinz, that the minutes of the December 16, 2013 meeting be approved as presented. Motion passed unanimously.

Financial Reports

The report of billing for December was reviewed: as usual, other reports were not available due to closing out the year.

Superintendent's Report

Operations' Department Report

Superintendent reported that December pumpage increased 7.5% from last year. Superintendent then reviewed the summary of operations work for the month: highlights included maintenance on various heater units and low lift priming system. Staff met with WDNR to discuss phosphorous discharge limits. A minor intake icing event occurred on 12/15. The Commissioners accepted the report as presented.

Construction Maintenance Department Report

Superintendent reviewed recent maintenance work completed by the crew including concrete restoration, hydrant maintenance, work on a new storage room in the garage, and other routine work. Three main breaks occurred. The Commissioners accepted the report as presented.

Old Business

Old Business Presented By Commissioners

None

Other Old Business

None

New Business

Business to be presented by Commissioners

Commissioner Van De Kreeke informed the Board members of a new mailing from an outside vendor regarding water lateral insurance.

Other New Business

Update Board on customer payment options and utilization

Superintendent presented information from the fiscal department showing various payment options used by customers during November. About 44% of all payments came in via regular mail. About 18% were made at the front counter. About 38% came in via the Utility's autopay program, online through PSN, or via

electronic payments initiated by customers. Superintendent noted the steady progress in growth of autopay due to efforts by fiscal staff.

Discuss and ask Board approval for purchase of chlorine analyzer

Superintendent presented a quote from Midwest Water for a Swan free chlorine analyzer and pH probe for a total cost of \$5,530. Superintendent explained that operations staff has been using the unit as a loaner and found it to be highly satisfactory. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to accept the proposal. Motion passed unanimously.

Review and ask Board approval for purchase of vacuum breakers and meters

Superintendent reviewed a proposal from Hydrodesigns for 1,000 (1011) vacuum breakers for use in the Utility's cross connection control program. Commissioner Heinz made a motion, seconded by Commissioner Van De Kreeke, to accept the proposal. Motion passed unanimously.

Superintendent then reviewed a purchase order to Badger Meter for various meters and Orion units that would constitute the bulk of stock for 2014 at a total cost of \$171,877.20. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to accept the proposal. Motion passed unanimously.

Discuss and ask Board approval for engineering services on retaining wall evaluation

Superintendent explained various problems with the retaining wall at the edge of the Utility driveway. The wall has been progressively failing over the past several years, and the rate is now increasing. Staff had numerous internal discussions but could not determine the best solution for the long term. Superintendent had invited Donohue & Associates to provide a proposal to evaluate several options and assist the Utility in determining the best solution. Donohue's proposal included a cost estimate not to exceed \$22,960. After discussion, Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to accept the proposal. Motion passed unanimously.

Discuss new PSC rules or Info

Superintendent reviewed correspondence regarding the approval process on the wash tank replacement project.

Discuss and ask Board approval to purchase new engineering office furniture

Superintendent explained that the furniture used in the engineering room is a hodgepodge of outdated equipment including old drafting tables and army surplus desks. These have served the Utility for many years but make it impossible to fully utilize the office space. Superintendent then reviewed a proposal by EBI Office Interiors to install work stations similar to those recently installed in the fiscal department. The new layout would provide for three work stations instead of the current two. All of the current furniture would be removed. Commissioner Haen made a motion, seconded by Commissioner Heinz, to accept the proposal for the office remodel at a cost not to exceed \$8,116.37. Motion passed unanimously.

Discuss and ask Board approval for filter gallery painting project

Proposals were not available for this item.

Correspondence

None.

Approve Vouchers

Motion by Commissioner Haen, seconded by Commissioner Heinz, that gross payroll for December of \$137,015.66 and general vouchers for December of \$324,663.71 be allowed and approved. Motion passed unanimously.

Personnel

Review Superintendent compensation

The Commissioners reviewed exempt payroll information and determined to increase the superintendent's base wage by 3% effective 1/1/2014.

Other Matters

Next Board Meeting

The next meeting is tentatively scheduled for the week of February 10.

With no further business, the meeting adjourned at 4:35 PM on a motion by Commissioner Haen, seconded by Commissioner Heinz. Motion carried unanimously.

Minutes taken by:
Superintendent
Joe R. Trueblood

Raymond W. Haen, Secretary